

# P.SATHEESH KUMAR

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## OBJECTIVE:

**To Achieve a Top Position in Human Resource Development (HRD) With a Growth Oriented Organisation.**

## PROFESSIONAL SYNOPSIS

- A dynamic professional with nearly **10+ years** of extensive experience in HRM broadly Recruitment, Performance Appraisal, Compensation, Industrial Relations, General Administration and Personnel Management.
- ***Presently working with Tyco Sanmar Ltd, Viralimalai as Executive officer - (Industrial Relations).***
- Expertise in handling HR functions entails recruitment, grievance handling, statutory, & Labour issues.
- Planning, strategising and implementing abilities with demonstrated success in handling HR and IR issues as well as related administrative matters.
- Adept at handling day-to-day administrative activities in co-ordination with internal / external departments for smooth business operations.
- An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities. Possess a flexible & detail oriented attitude.

## QUALIFICATIONS

DEGREE	COLLEGE/SCHOOL	BOARD/UNIVERSITY	YEAR
MBA (HR)	Alagappa University DDE Karaikudi	Alagappa University	2007
BBA	Matha college of Arts & Science College Manamadurai	Kamarajar University	2005
HSC	Government Hr.Sec.School Naduppatti, Trichy Dt	State Board	2001
SSLC	Government Hr.Sec.School Vadamadurai	State Board	1999

## EXPERIENCE DETAILS

- ❖ **SANMAR ENGINEERING CORPORATION.,VIRALIMALAI, PUDUKKOTTAI(DT).  
(FEB -2012- TILL DATE)**

**Designation: EXECUTIVE OFFICER - IR**

**Responsibilities:**

**Manpower data Management**

- Union handling
- Daily monitoring and ensuring minimum of 90% of planned associate/NME man hour is available for production every month.
- Monitoring associate/NME absenteeism and send report to S1.
- Providing attendance inputs to central payroll before 24 of every month through PACE/SAP.
- Maintaining statutory records/registers/returns related to the unit and submits compliance report by 3<sup>rd</sup> of every month.
- Employee's personal file Maintaining
- Employee's full & final settlement.
- Workers Welfare activities, Grievance handling and counseling.
- Recruitment of workers.
- Employees Performance Appraisal.
- Increment and Annual turnover Incentive (ATI) preparing for employees as per Long-term settlement (LTS).
- Preparing IR budget.
- NMEs grade revisions.

**Statutory Compliance**

- Remitted all statutory fees in time.
- Making follow up with respective departments and obtaining details for submission of it in time.
- Blowing whistle when statutory deviations occur and send information to management.

**Internal Customer relations**

- Providing data for conducting monthly production meeting and incentive audit in coordination with technical team.
- Maintaining discipline in the shop floor by providing inputs on associate/NMEs/Company trainees behaviour and performance to the management to take corrective action.

**Progressive Industrial Relations**

- Monitoring the performance and behaviour of associate/NMEs and take corrective steps where ever required.
- Updating training records in respect of trainees and skill development trainings.
- Ensure strict implementation of PPE in the shop floor by regular rounds and OHS score improvements.
- Maintaining statutory records with respect to ISO 9000 & 14001 and sending quarterly compliance report to management.
- To check the House keeping & 5s audit.

❖ **IMPERIAL SPIRITS GROUP, NETHRAVATHI DISTILLERIES PVT LTD.,  
(OCT-2011 – JAN-2012)-4 Months**

**Designation: PERSONNEL OFFICER**

**Responsibilities:**

- Shift allocation & coordination with shift supervisors
- To check the House keeping.
- Co-ordination of online statutory payments like IF, ESI, PF & etc.
- Compiling the periodical returns of IF, ESI & PF.
- Manage the Canteen, Transport and Security activities.
- Safety measures follow up.
- Contractor activities and records follow up.
- Salary Administration

**KUMARAN GIN AND PRESSING (P) LTD., (OCT -2005- SEP-2011)- 6 Years**

**Designation: PERSONNEL OFFICER**

**Responsibilities:**

**Recruitment / Compensation**

- Coordinating with other departmental Heads for Manpower Budgeting and submission of proposal.
- Sourcing of candidate, recruitment, induction training, exit interviews & ensuring cultural fit.
- Developing / Implementing new recruitment / selection policies as per staffing projections.
- Handling salary negotiations and compensation administration.
- Managing various activities related to compensation management, payroll processing.

**Statutory Management**

- Managing various activities related to Factories Act, Industrial Disputes Act, Minimum Wages Act, Payment of Wages Act, Contract Labour Act, Migration Act, P.F, E.S.I, etc.
- Monitoring the Monthly, Half yearly, Annual Returns, etc.
- Monitoring the Various Registers, forms & procedure as per Act.

**New Systems & Policies**

- Defining plans, policies and strategies for greater operational effectiveness and manpower deployment.
- Developing/updating and implementing compensations plans, reward & recognition schemes, HR policies and communicating them across the organisation at all levels.
- Counselling/ grievance handling of the employees to maintain a harmonious work environment and facilitating Employee Satisfaction & HR Survey & community development activities.

**Performance Management**

- Handling Performance Management System and identifying scope for enhancing the same.
- Initiating rewards & recognition programmes & implementing incentive system for employee motivation

### **Training & Development**

- Preparation of Skill Matrix.
- Identifying training needs.
- Preparation of Annual Training Calendar and get the approval from Top Management.
- Conducting managerial / technical trainings to enhance the managerial and soft skills of the employees.
- Budgeting & organising customised training programmes based on the training need analysis to enhance the manpower skills & efficiency.
- Conducting Statutory related training like first aid training, fire fighting training etc.

### **Industrial Relations & Administration**

- Handled various Govt. departments with success.
- Liaising with Labour Department and preparing & executing IR policies / procedures.
- Negotiating and amicable settling of issues among the workmen, staff, officers and managers.
- Ensuring healthy employee-management relations in the organisation, by encouraging workers to voice their opinions on common platforms and promoting employee involvement in improvement activities.
- Handled entire gamut of Administration activities with cost conscious attitude.
- Preparation of Charge Sheet, Enquiry Offer Letter, 2<sup>nd</sup> Charge Sheet and Punishment Letters.
- Coordinating and Conducting Domestic enquiries for various cases with external / internal enquiry officer.
- Attending Statutory Enquiries
- Managing Welfare activities.

### **MIS Management**

- Preparation of Departmental Monthly Report contains Strength, Absenteeism, Overtime, Monthly Performance, Training, Safety and 5S related audit status, etc.,
- Controlling Manpower Strength as per Management norms.
- Monitoring the printing & stationary materials
- Coordinating with Corporate Office HR and Payroll departments for various requirements.

### **Certifications:**

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- Honors Diploma in Computer Application by CSC computer Education.

### **Technical Skills:**

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- Operating system      All Current Windows operating systems
- Packages                  MS office

## PERSONAL DETAILS

Father Name : M.Perumal  
Age : 30 years  
Date of Birth : 17.09.1984  
Gender : Male  
Marital status : Married  
Nationality : Indian  
Religion : Hindu  
Languages Known : Tamil, English.  
Hobbies : listening music, Browsing.  
Mobile : +91 98656 62519  
E-Mail : satheesh\_psk@rediffmail.com  
Address :



Satheesh Kumar.P  
S/O M.Perumal,  
Naduppatti(Po)  
Manapparai(Tk)  
Trichy(Dt)  
Pin: 621 315.

### Declaration:

I hereby declare that the above mentioned are true to my knowledge. I am convinced that I would benefit if I associated with you and look forward to work in high & challenging environment.

Place :

Date :

[SATHEESH KUMAR.P]